

**University of Missouri-St. Louis
Washington University in St. Louis
Saint Louis University**



Memorandum for Practicum Agencies

Thank you for your interest in affiliation as a field instructor! The Schools of Social Work at the University of Missouri-St. Louis, Washington University in St. Louis and Saint Louis University collaborate in the delivery of their field education programs, and have developed a universal affiliation process and some universal forms.

The list below provides details about organizational affiliation and renewing affiliation. Please review the list, sign at the bottom and obtain the signature of the agency’s CEO/Executive Director. Please feel free to contact any of the participating schools of social work with any questions. Please complete all aspects of the Memorandum and Agency Application form.

Conditions of affiliation as a field education site include the following:

1. Agencies must be approved by the affiliating University. This approval process requires an Affiliation Agreement, and could require additional information, a site visit, or other elements prior to approval;
2. Agencies must submit a new Application Form every two years;
3. Agencies must provide eligible Field and/or Task Instructors for students to gain and retain their approved status as a Field Education site;
4. The three participating Universities have different eligibility requirements for Field and Task Instructors, which are specified on the Field Instructor Application form. We understand that we must adhere to the eligibility guidelines for the students from each school with which we choose to affiliate;
5. New Field Instructors must complete the “Introduction to Field Instruction” session one semester prior to taking their first practicum student;
6. New Field Instructors are required to seek certification as a field instructor to be eligible to supervise students. The certification process involves attending five advanced education seminars over a two-year period. Field Instructors may have practicum students during this time, as long as they are working toward their certification;
7. After achieving the Certified Field Instructor status, Field Instructors must attend at least 15 hours of continuing education in their practice area(s) every two years. Field Instructors who are licensed can use the CE’s required for their licensure renewal toward this requirement. Field Instructors who are not licensed will be asked to inform us of their 15 hours of continuing education activities (conferences, workshops, trainings, etc.) over a two year period. Licensure is not a requirement for field instruction; however, an LCSW (clinical social work license) is preferable for field instructors providing clinical social work training;
8. Field Instructors who became affiliated before September, 2007 will not be required to become certified. However, they are invited and encouraged to earn certification by attending the sessions; and
9. In addition to appropriate learning activities for the level and concentration of the practicum students accepted, sites are expected to provide safety training and an agency orientation.

I understand and agree to adhere to the following regarding our affiliation as a social work practicum site with Universities participating in the St. Louis Social Work Field Education Collaborative:

Signatures:

Agency Executive Director/CEO

Date

School of Social Work – University of Missouri-St. Louis
Saint Louis University School of Social Work
George Warren Brown School of Social Work at Washington University



Field Education Site: Organizational Application

New Application []

Renewal Application []

Date of Submission: _____ / _____ / _____

The approval of affiliated sites is based on: (1) the organizations' demonstrated commitment to the field of social work practice and education; (2) the ability to provide excellent learning opportunities to undergraduate and graduate-level students who must meet curricular requirements; (3) the organization's demonstrated willingness to support the work of the affiliated field instructors; and (4) the routine engagement in assessment. **The information in this application will be shared with practicum students who are searching for learning opportunities. Incomplete forms will not be considered.**

Organization Name _____

Address _____ **City** _____ **State** _____ **Zip** _____

Executive Officer _____

Is the Executive Officer fully apprised of this affiliation effort? _____ **Yes** _____ **No**

If no, please explain: _____

How long has your organization been in existence? _____ Years

Website Address _____

ORGANIZATIONAL CONTACT DESIGNEE

Name _____ **Title** _____

Telephone _____ **FAX** _____ **Email** _____

Please provide the following information about graduate-degreed professionals in social work or a field related to social work:

Full Name	Degree	License

(If necessary, add additional names on a separate sheet)

BRIEF DESCRIPTION OF AGENCY MISSION/SERVICES

(If include brochures, please also complete the following sections):

Areas of social work practice _____

Area(s) of organizational expertise or primary focus _____

Client population served _____

DIVERSITY OF CLIENTELE SERVED BY AGENCY (Check all that apply):

<u>Age</u>		<u>Sexual Orientation</u>		<u>Socio-Economic Status</u>	
Infant/Toddler	—	Gay	—	Poverty Level or Below	—
Pre-School	—	Lesbian	—	Average Income	—
Elementary	—	Heterosexual	—	Above Average Income	—
Adolescents	—	Bi-Sexual	—		
Young Adults	—	Transgendered	—		
Adults	—				
Older Adults	—				

<u>Ethnic Groups</u>		<u>Gender</u>		<u>Residence</u>	
Caucasian	—	Male	—	Urban	—
African American	—	Female	—	Suburban	—
Asian	—			Rural	—
Hispanic	—				
Native-American	—				

FIELDS OF SERVICE (Check PRIMARY Services Only)

Addictions	—	Eating Disorders	—	Housing Development	—
Adult Day Care	—	Education	—	Information/Referral	—
Advocacy	—	Economic Development	—	International Services	—
Case Management	—	Emergency Assistance	—	Legal Services	—
Child Welfare	—	Emergency Management	—	Legislation	—
Adoption	—	Employee Assistance	—	Mediation	—
Family Preservation	—	Employment	—	Outpatient Mental Health	—
Foster Care	—	Family Court	—	Physical Disabilities	—
Protective Services	—	Family Service	—	Prevention (specify)	—
Community Health	—	Adoption	—		
Community Planning	—	Divorce/Custody	—	Rehabilitation:	
Community Relations	—	Family Preservation	—	Acute Physical	—
Criminal Justice:	—	Foster Care	—	Subacute	—
Drug Court	—	G.A.L.	—	Vocational	—
Forensic Social Work	—	Gerontology	—	Religion/Spirituality	—
Juvenile Justice	—	Gov't. Admin/Planning	—	Residential Care:	
Mental Health	—	HIV/AIDS	—	Children	—
Probation/Parole	—	Health & Wellness Program	—	Elderly	—
Offender Program	—	Homelessness	—	School	
Restorative Justice	—	Home Health	—	Private	—
Victim Services	—	Hospice	—	Public	—
Developmental Disabilities	—	Hospital:	—	Skilled Nursing Facility	—
Disaster Preparedness	—	Acute Medical	—	Women's Services	—
Domestic Violence	—	Psychiatric	—	Other _____	—

PRACTICE APPROACHES

Does your agency routinely engage in the assessment and evaluation of evidence-based practice approaches? Yes No

What methods are employed to determine the effectiveness of practice approaches in your agency? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> literature review | <input type="checkbox"/> supervisory consultation |
| <input type="checkbox"/> practice experience | <input type="checkbox"/> empirically tested interventions |
| <input type="checkbox"/> published practice manual | <input type="checkbox"/> systematic reviews |
| <input type="checkbox"/> advice from colleagues | <input type="checkbox"/> policy / procedure manual |
| <input type="checkbox"/> professional training | <input type="checkbox"/> practice guidelines |

PRACTICUM LEARNING OPPORTUNITIES AVAILABLE (Check all that apply):

Clinical

Aftercare	___	Education	___	Therapy:	
Assessment	___	Information Referral	___	Individual	___
Case Management	___	In-home Services	___	Families	___
Client Empowerment	___	Mentoring	___	Groups	___
Prevention/Education	___	Multidisciplinary	___	Other (specify)_____	
Counseling	___	Teamwork	___	_____	
Crisis Intervention	___			_____	
Discharge Planning	___				

Community

Advocacy	___	Government Relations	___	Research	___
Community Development	___	Legal Services	___	Social Action	___
Community Education	___	Legislative Activities	___	Teaching (classroom)	___
Community Organizing	___	Networking	___	Understanding	
Conference Planning	___	Outreach	___	Community systems	___
Community Group	___	Policy Analysis	___	Working with Volunteers	___
Work	___	Policy Information	___	Other (specify):_____	
		Prevention	___	_____	
		Public Speaking	___	_____	

Management

Administration	___	Human Resource Dev.	___	Work with groups:	
Budgeting/Fiscal Mgt.	___	Peer Review	___	Board	___
Consultation/		Personnel Management	___	Committees	___
Collaboration	___	Planning	___	Community	___
Data Collection	___	Program Coordination	___	Other (specify) _____	
Executive Governance	___	Program Development	___	_____	
Fund Raising:	___	Program Evaluation	___	_____	
Grant writing	___	Public Relations	___		
Events	___	Quality Assurance	___		
Donor Development	___	Research	___		

LEARNING RESOURCES AVAILABLE ON SITE:

Agency Practice Manuals	___	Published Practice	
Internet	___	Guidelines	___
Professional Research		Professional Journals	___
Library	___	Systematic reviews	___

Describe your procedure for selecting practicum students (resume, interviews, etc):

Cover letter / Resume Face-to-face interview Other _____

How much advance notice do you need to consider/accept a student for a practicum?

Flexible One month prior to start date One semester prior to start date

Requirements of Students:

What do you require of students in your organization?

- One semester (only) ___ Two semesters ___
- Distribution of hours/week (specify) _____
- Specific coursework (specify) _____
- Specific times for attendance (specify) _____
- Specific training (specify) _____
- Special expenses (e.g.: parking; physical exams, etc.) _____
- Prior experience (specify) _____
- Home visits (specify) _____

Criminal records background check? Yes ___ No ___
 Abuse/Neglect background check? Yes ___ No ___

Immunizations/health verification? Yes ___ No ___

If yes, please specify: _____

Does the agency cover the costs of those tests/verifications listed above? Yes ___ No ___

Please list any other conditions of the practicum experience of which the student may need to be aware:

Additional Considerations

Can a student using public transportation meet requirements for your site? Yes ___ No ___

Are practicum opportunities available for evenings/weekends? Yes ___ No ___

If yes, is supervision available? Yes ___ No ___

Can practicum be completed entirely during evening/weekend hours? Yes ___ No ___

Is financial support available? Yes ___ No ___

If yes, please check all that apply:

Stipend _____ Amount \$ _____ Travel _____ Parking _____

Is your organization equipped to provide practicum opportunities for:

International student for whom English may be a second language Yes ___ No ___

Visually/hearing impaired students Yes ___ No ___

Students utilizing adaptive equipment Yes ___ No ___

(please describe) _____

Volunteer Opportunities

Please also indicate the number of volunteer opportunities that may be available at your agency over and above the practicum experience: _____

Contact person for volunteer opportunities _____ Phone: _____

ELIGIBLE FIELD INSTRUCTORS:

Information regarding individual field instructors must be completed on the Field Education Instructor Application form. In addition to the following criteria, a new field instructor must participate and complete the Field Instructor Certification Program within a two-year period of time (for those new to Field Instruction as of August, 2007). Field Instructors must be willing to participate as necessary with student, practicum liaisons and school faculty in site visits and other activities related to practicum students.

Washington University and Saint Louis University: MSW and two years post-MSW social work experience, one year of employment in his/her current position. Non-MSW, master-degreed professionals may supervise second year students at Washington University.

University of Missouri at St. Louis: MSW and two years post-MSW social work experience to supervise MSW students. To supervise BSW students, instructor must have an MSW and two years post-MSW experience or a BSW with three years post-BSW experience.

TYPE OF SOCIAL WORK STUDENT ELIGIBLE FOR PRACTICUM AT AGENCY

Please indicate below the concentration or specialization. Learning activities for each concentration or area of specialization must fulfill specific curricular requirements. Therefore, each school will independently determine agency affiliation and assignment of concentration or specialization areas on an as-needed-basis.

GWB

- MSW Foundation Student
- MSW Concentration Student (Concentration)
 - Children, Youth and Families
 - Gerontology
 - Health
 - Mental Health
 - Social Economic Development
 - Management
 - Research
 - Family Therapy

SLU

- BSW
- MSW Foundation Student
- MSW Concentration Student
 - Community
 - Family
 - Health and Mental Health

UMSL

- BSW
- MSW Foundation Student
- MSW Concentration Student
 - Family Practice
 - Organizational & Community Development
 - Gerontology

Please send a copy of the completed Organizational Application and a completed Field Instructor Application to each of the social work programs with which you would like to be considered for affiliation.

<input type="checkbox"/> Office of Field Education Saint Louis University School of Social Work 3550 Lindell Boulevard St. Louis, MO 63103 314/977-2720 314/977-2731 (fax)	<input type="checkbox"/> Office of Field Education University of MO-St. Louis School of Social Work One University Boulevard St. Louis, MO 63121-4400 314/516-7665 314/516-5816 (fax)	<input type="checkbox"/> Office of Field Education George Warren Brown School of Social Work Washington University – Campus Box 1196 St. Louis, MO 63130-4899 314/935-6602 314/935-8323 (fax)
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